

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - ATASCADERO  
CENTRAL STAFFING OFFICE**

<b>JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL)</b>
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- 1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under the direction of the CSO Nursing Coordinator, perform a variety of consultative, analytical and information tracking duties for the Central Staffing Office (CSO). This position will be responsible for the production and monitoring and analysis of the program staffing schedules through the Automated Staff Scheduling and Information Support Tool (ASSIST).

**50%** Assist in the development, implementation, production, monitoring, and evaluation of the staffing schedules within ASSIST. As directed by the CSO Nursing Coordinator, utilize the ASSIST system to monitor and distribute staffing assignments on all programs. **Coordinates and develops complex staffing schedules based on clinical needs, scheduled leave, and tracking and employee employment information.** Provides staffing recommendations for units within distinct programs of the facility. Identify and project registry staffing needs to maintain compliance with licensed staffing requirements.

**40%** Develop reports pertaining to staff training, certifications, and licensure. **Develop and analyze overtime usage reports. Prepare clear, concise and comprehensive statistical reports on the reasons/rational for overtime** and other related administrative reports as assigned. Independently compose correspondence related to assignments, workgroups and responds to requests for information from management/administration and Department of State Hospitals (DSH).

**10%** Coordinate and interface with the Personnel department to monitor, distribute and process staff change of assignment paperwork for temporary, permanent and new employees. Ensures the ASSIST maintains the business rules/contract agreements to ensure requirements are met for seniority, time off, Post & Bid, voluntary and mandatory overtime.

**2. SUPERVISING RECEIVED**

Nursing Coordinator

**3. SUPERVISION EXERCISED**

None

#### 4. KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, management analysis; and governmental functions and organization.

**ABILITY TO:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

#### 5. REQUIRED COMPETENCIES:

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:**

Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SEXUAL HARASSMENT/ EEO Duty Statement:**

Actively supports a workplace free from all forms of discrimination, including sexual harassment, by following the requirements set forth in Administrative Directives 923 (Sexual Harassment), and 926 (Discrimination Policy).

**SITE SPECIFIC COMPETENCIES:** Use of good grammar. Handwriting must be legible. Must have computer, telephone, photo copier and facsimile experience. Must be able to multi-task and have organizational skills.

**TECHNICAL PROFICIENCY (SITE SPECIFIC):** Maintain knowledge of the local area network (LAN) and various computer programs and applications necessary to perform job duties. Maintain a working knowledge of the Staffing Guidelines and Emergency Staffing Process. Maintain the staffing data base on units/programs per shift.

- 6. LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current bases. Any failure to do so may result in termination from Civil Services.

**7. TRAINING:**

Training Category – 6

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS:**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Tesi Picanso, NC	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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